Employee Name: Click or tap here to enter text.

Banner ID: Click or tap here to enter text.

Employee Position: Click or tap here to enter text.

Department: Click or tap here to enter text.

Supervisor/Manager: Click or tap here to enter text.

**Instructions**

As you reflect on the review period from July 2024 to June 2025, please provide a summary overview of your performance including:

* **Work quality** – The demonstrated ability to take personal responsibility for the accuracy and timeliness of accomplishing assigned tasks and duties. Demonstrates skills and knowledge relevant to one’s own function or work group.
* **Collaboration** – The demonstrated ability to build effective working relationships in an environment consisting of diverse individuals. Demonstrates a willingness to work with others to help solve daily and unusual workplace situations. Responds to people in a helpful, polite, cooperative, and friendly manner.
* **Protecting Our Community** – The demonstrated ability to follow department, college, and state/federal policies and regulations. Performs work in a safe manner, maintaining a neat and organized workspace, and reporting potential safety concerns.
* **Readiness** – The demonstrated ability to report to work on time and in a manner appropriate for tasks required. Follows department standards, i.e. time off approval procedures and personal appearance guidelines.

You and your supervisor should discuss accomplishments, goals, and areas for development as part of the discussion in the performance meeting.

The appraisal process should be completed by Friday, August 29. Fully completed and signed forms by both the employee and the supervisor should be returned via the form entry found here: <https://www.dickinson.edu/xfp/form/472>. The form link is also available on the "employee" channel of the Gateway.

*Please continue to the next page*

**Overall Comments for the Review Period**

**Employee’s Self-Reflection**

Click or tap here to enter text.

**Manager’s Reflection**

Click or tap here to enter text.

**Goals for the next review period**

Click or tap here to enter text.

*Please continue to the next page*

**Verification of Appraisal**

By electronically signing the form on the final page, you agree that you have completed your stage of the appraisal process. Your signature does not necessarily indicate agreement with content.

**Employee Signature:**

Click or tap here to enter text.

 **Date:**

Click or tap here to enter text.

**Manager Signature:**

Click or tap here to enter text.

**Date:**

Click or tap here to enter text.

**Department/Division Leadership Comments/Approvals (Optional)**

Click or tap here to enter text.